

Template iWSSP Step 5 – Develop an operational monitoring plan

The **operational monitoring** procedures employed may, for example, include measurements (e.g. water analysis), visual inspection and/or organizational control. The operational monitoring plan describes regular monitoring of control measures to give simple and rapid feedback on how effectively the control measures is operating so that corrections can be made quickly, if required.

An operational monitoring plan should include the following information:

- Process step in drinking water supply or sanitation system
- Control measure: any action and activity that can be used to prevent or eliminate a hazard or reduce it to an acceptable level
- What to monitor: the parameter / feature monitored
- Where: location in the drinking-water supply or sanitation system (as specific as possible)
- When: frequency of monitoring
- How: which method is used for monitoring (e.g. standard operating procedure, visual inspection)
- Who: person carrying out the monitoring
- Critical limit (or target condition): maximum and/or minimum values set for a parameter and are considered “critical” as they define the bounds between which a control measure can be considered to be effective
- Corrective action: action to eliminate the cause of a non-conformity (non-fulfilment of an operational target) and to prevent recurrence

EXAMPLES OF PARAMETERS/FEATURES

Visual inspections

- Availability and access to toilet facilities (sanitation)
- Use of personal protective equipment by sanitation workers (sanitation)
- Integrity of well head (drinking water)
- Condition of fence (drinking water)
- Condition of insect screens (drinking water)

Measurements

- Flow rates (sanitation and drinking water)
- Retention time (sanitation)
- Chemical oxygen demand (sanitation)
- Frequency of waste collection (sanitation)
- Chlorine concentration (drinking water)
- Turbidity (drinking water)

Template iWSSP Operational Monitoring Plan

Date: _____ Version: _____

What <i>Parameter to be tested and target value</i>	Where <i>Location in the system / control measure</i>	When <i>Frequency</i>	Who <i>Person carrying out monitoring</i>	Limit values or target conditions	How <i>Methods of monitoring, laboratory / field test equipment</i>	Corrective actions <i>Actions to be taken when limit values or target conditions are not met</i>
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